

IT Professional Technical Services Master Contract

Statement of Work (SOW) For Technology Services Issued By

Office of the Minnesota Secretary of State

**Project Title:
OSS SVRS/ERS Staff Augmentation FY12**

**Service Categories:
Analyst - Business**

Business Need

The Minnesota Office of Secretary of State (OSS), Elections Division is seeking Professional/Technical Services to augment existing development staff on several active projects involving voter registration and election reporting:

OSS created and deployed a new Statewide Voter Registration System (SVRS) in June of 2004, and since that time has continued to maintain and enhance the system. SVRS includes voter registration, absentee balloting, precinct and district maintenance, and other voter-related functionality. Additional features and enhancements are planned for the 2011-12 elections which will need to be substantially complete by May of 2012. SVRS is written in C#/.NET using a Microsoft SQL Server database, and deployed on a web farm.

OSS developed an Election Reporting System (ERS) beginning in 2000, using Active Server Pages (ASP) and SQL Server. OSS started an upgrade project for ERS in 2009 to rewrite the application in C#/.NET using a Microsoft SQL Server database. The 2010 election used a hybrid of the re-written parts and the original ASP solution. This system is also deployed on the web farm and is responsible for ballot data creation, election night reporting, media file generation, and county reporting. Associated products are the online Polling Place Finder, which allows a voter to view polling locations and current election and ballot data, and the Voter Information Portal (VIP), which provides voters with the ability to look up the status of their voter registration or absentee ballots. .

We currently employ staff to manage, design and develop these applications, but augment our development teams with consultants in order to meet short-term schedules. The focus of the projects will be to complete and deploy versions of SVRS, ERS and VIP as needed, in time for the 2011 and 2012 Election cycles. Stakeholders include OSS Management and OSS Elections Division.

The continuing development of the Statewide Voter Registration System is a central component of the agency strategic plan, given the importance of elections in the state and recent state and

federal laws. The Election Reporting System is a visible and critical part of the election process, which provides election data to the media and public.

This Statement of Work does not obligate the state to award a contract or complete the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The state also reserves the right to perform a “reverse auction” among qualified vendors in order to make a final choice.

Project Deliverables

This Statement of Work will result in specific consulting resources being added to the OSS staff on an as-needed basis. The successful vendor will augment OSS staff to develop requirements, document and analyze the SVRS, ERS and VIP applications. The additional staff will work as part of and take direction from the OSS team to produce quality products on time and within budget. It is anticipated that one person will be engaged. Individuals whose resumes are submitted are assumed to be available to work fulltime (40 hours per week) from the project start date to the project end date as indicated in the Project Milestones and Schedule section of this document, with the possibility for continuation after that. Detailed work orders will be used to engage appropriate resources on a time and materials basis.

Deliverables are quality software artifacts, meeting the requirements and needs of OSS.

This will include the following:

1. Requirements and Design documentation (using Visio, MS Word)

Project Milestones and Schedule

Project Start Date:	September 12, 2011
Key deliverable dates:	November 3, 2011 – Municipal and School District General Election May 22, 2012 – 2012 Filing Period Begins August 14, 2012 – Primary Election November 6, 2012 – General Election
End Date:	June 30, 2013
Anticipated Budget:	Up to \$340,000

Project Environment (State Resources)

Work for this project will be performed physically onsite at the Secretary of State’s office in Saint Paul, MN. OSS has staff involved in all of these projects, so any resources supplied as a result of this contract will be in addition to the current OSS team. OSS will provide the primary project management for this activity. OSS will provide all onsite hardware systems and software licenses for all tools used in this contract.

The vendor resource will be part of the team of approximately 7. OSS staff are experienced and knowledgeable with the technology (.NET, SQL), and support structures are in place for development, quality assurance testing, unit testing, and production deployment. OSS uses Microsoft tools (Visual Studio, Team System) for development, project management, and QA processes.

Agency Project Requirements

The project must be implemented to meet agency requirements, including:

- Load-balanced, web-based design for statewide use
- OSS coding standards
- OSS security standards
- OSS project management standards
- OSS business analysis and documentation standards

Responsibilities Expected of the Selected Vendor

1. Design and development of SVRS, ERS, and other election-related projects.
2. Support and maintenance of existing functionality.
3. Provide detailed design documentation as required.
4. Participate in software development activities, such as design reviews, and validating releases.
5. Provide knowledge transfer as needed to OSS staff.
6. Participate in testing and defect resolution processes as required.
7. Provide detailed requirements specification documentation, including Business Requirements Document (BRD), data and process models, reference tables and other as required for SVRS, ERS, VIP and other election-related projects.
8. Participate in requirements gathering and definition as required.

Vendor Qualifications:

Vendors responding to this Statement of Work must be on the State Master Contract, with resource category of "Analyst - Business".

Required Skills

For Business Analyst (1 required):

Technical Skills & Experience for Business Analyst (part of evaluation criteria):

1. Business Requirements documentation & processes (Minimum 3 years)
2. Experience with requirements for Web Development using ASP.NET (Minimum 3 years)
3. Software Process management using Microsoft Team System, particularly with traceability from defects to requirements
4. Experience validating initial code releases and validating defects against requirements
5. Familiarity with Relational Database design (normalized models, data integrity, data encryption)
6. Experience and ability using Structured Query Language (SQL)

Desired Skills

OSS Domain Experience (part of evaluation criteria):

1. Knowledge of OSS Election Reporting System (ERS) or similar
2. Knowledge of OSS Statewide Voter Registration System (SVRS) or similar
3. Knowledge of OSS Voter Information Portal or similar
4. Knowledge of Minnesota election processes or similar

Software development team experience (part of evaluation criteria):

1. Ability and experience working as part of a software development team using Team System
2. Software process & methodology (design and code review, source control, quality assurance, test and deployment, change control processes, project management)
3. Requirements Analysis and design documentation, knowledge transfer
4. Ability and experience working with business subject matter experts.

The successful vendor will have available staff that will meet or exceed the skills and experience stated above. Work will typically be performed onsite at OSS, working with OSS management, Project Managers, or with software developers. Work will be managed via individual work orders, each with a specific work plan, deliverables and acceptance criteria.

Process Schedule

SOW Published:	August 16, 2011
Deadline for Questions:	August 23, 2011, 3:00 PM Central Daylight Time (CDT)
Anticipated Posted Response to Questions:	August 26, 2011, 3:00 PM CDT
Responses due:	September 1, 2011, 3:00 PM CDT
Proposal evaluation begins:	September 2, 2011
Decision date:	September 9, 2011

Questions

Any questions regarding this Statement of Work should be submitted via e-mail according to the schedule above to:

Name: Gary Poser, Project Manager
Department: OSS Elections Division
E-mail Address: gary.poser@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology web-site (www.oet.state.mn.us) according to the process schedule above.

SOW Evaluation Process

- Evaluation Process. Each vendor will be evaluated based on the following criteria:
 - Expertise-Skill sets and experience of individuals supplied
 - Familiarity with OSS software and hardware or similar applications/architecture
 - Corporate information (Location, Years in Business, References)
 - Cost

The Technical expertise, experience, OSS domain knowledge, and software development team scores may be modified based on candidate interviews of top vendors.

- Scoring/weighting
 - Technical skills, expertise, experience (30%)
 - OSS Elections & Voter Registration domain experience or similar applications/architecture experience (25%)
 - Software Development team experience (5%)
 - Corporate information (Location, Years in Business, experience) (5%)
 - Corporate references (5%)
 - Cost (30%)

Response Requirements

The response to this Statement of Work must be in a Microsoft Word Document or Adobe PDF format, and include the following:

- Brief “SOW response letter”
- Company overview (including years in business and location)
- Individual summary – OSS experience & skills
- Individual Resume. Note that we need exactly one Business Analyst resume.
- Individual Hourly Rates and Rate Schedule.
- Corporate References (3)
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - i) Affirmative Action Certificate of Compliance:
http://www.state.mn.us/mn/externalDocs/OET/Affirmative_Action_031105012439_Affirmative%20Action.doc
 - ii) Certificate Regarding Lobbying:
http://www.state.mn.us/mn/externalDocs/OET/Certification_Regarding_Lobbying_031105022721_Certification%20re%20Lobbying.doc
 - iii) Affidavit of non-collusion:
http://www.state.mn.us/mn/externalDocs/OET/Affidavit_of_Noncollusion_031105023226_Affidavit%20of%20Noncollusion.doc
 - iv) Foreign Outsourcing Agency Report:
http://www.state.mn.us/mn/externalDocs/OET/Outsourcing_Report_031105023544_ForeignOutsourcingIntroductionandInstructions.pdf
 - v) Location of Service Disclosure:
http://www.state.mn.us/mn/externalDocs/OET/Location_of_Services_Disclosure_042805115315_ForeignOutsourcingDisclosureCertification.doc

Proposal Submission Instructions

All responses are due at the time specified in the Process Schedule by EMAIL to the following address:

gary.poser@state.mn.us

Late responses will not be considered. All costs incurred in responding to this Statements of Work will be borne by the responder.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Indemnification and Hold Harmless

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

Federal Funds

Certification Regarding Lobbying

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must complete the attached **Certification Regarding Lobbying** and submit it as part of its proposal.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must certify the following, as required by the regulations implementing Executive Order 12549.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Sample Work Order

http://www.state.mn.us/mn/externalDocs/OET/Master_Contract_Work_Order_Form_121702025939_work_order.doc